



Marriage Checklist: Soldier to Foreign National



Requirements Documents for an American to Marry in Korea

1. **Proof of U.S. Citizenship:** Birth Certificate, Consular Report of Birth Abroad, Naturalization Certificate or U.S. passport
2. A completed **Affidavit of Eligibility for Marriage**. (EA Form 737-E). (4 Copies).
3. A completed **Report and Certificate of Marriage**. (EA Form 736-E). (3 Originals).
 - a. If possible, complete both EA forms on the Internet at <http://www-eusa.korea.army.mil/EusaPages/Start.htm>. See "forms and publications," then "EUSA/USFK forms". (Notarize at Legal Office).
4. **Proof of identity:** for example, a driver's license, military I.D., etc.
5. **Proof of termination of any prior marriage(s)**, including an original or certified copy of a divorce decree, annulment or death certificate for your previous spouse.
6. If the American Citizen is under the age of 18, **written permission to marry from both parents** is required.

Requirements for the Korean Partner

1. Three copies in Korean and one in English of the **Family Census Register** (*Hojuk Dungeon*) issued within three months of the proposed date of marriage. This will include **Proof of Termination of any Prior Marriage(s)**.
2. **Valid Korean identification card** (*Jumin Deungnok Jeung*) and name stamp (*Tojang*).
3. If the Korean spouse is under the age of 20, **written permission to marry from both parents** is required.

Requirements for Non-Korean Citizens

(Documents obtained from individual's Embassy)

1. **Certificate of No Impediment to Marriage** (1 original), OR **Certificate of Legal Capacity to Contract Marriage**, OR **Affidavit of Eligibility for Marriage**.
2. **Russian Embassy Phone:** (02) 318-2166/ 2134. Take the following documents!
 - a. International Passport (must be original),
 - b. Russian Passport (or photo copy of entire passport),
 - c. Original Birth Certificate, and 4—W30,000.
3. **Philippine Embassy Phone:** (02) 796-7387~9. Take the following documents!
 - a. Valid Passport,
 - b. Birth Certificate,
 - c. Parental Affidavit of Singleness,
 - d. Certification from National Statistics Office of no Record of Marriage,
 - e. if under 25, Parent Advice, and
 - f. \$75.00 or W120,000.

Getting Married in Korea

1. Gather the documents listed above for each partner. Be sure to complete four copies of the Affidavit of Eligibility for Marriage (EA Form 737-E) and three originals of the Report and Certificate of Marriage (EA Form 736-E).
2. Take the completed Affidavit of Eligibility for Marriage (EA Form 737-E) and Report and Certificate of Marriage (EA Form 736-E) to the Legal Office to be notarized. **YOU MUST SIGN THESE FORMS IN THE PRESENCE OF THE NOTARY!**
3. Take the notarized copies of the Affidavit of Eligibility for Marriage along with three copies of the completed Report and Certificate of Marriage and **₩10,000** to your local ward office (*Gu Cheong*) for approval and signature by a Korean government official.
 - (See map of the ward office closest to the Embassy).
4. Finally, bring the two copies of the Report and Certificate of Marriage signed at the ward office to the Embassy for authentication. The Embassy does not charge service members for this authentication. **Make sure to take your military ID.**

INSTRUCTIONS for EA Forms 736-E and 737-E

1. These instructions will help you complete the documents required by the Korean government, as you will be married under the laws of Korea. The documents replace the Family Census Registry that a Korean citizen presents to get married.
2. You'll need to complete three "Report and Certificate of Marriage" forms and four "Affidavit of Eligibility for Marriage" forms.
3. **The forms should be completed on the Internet if possible.**
 - **NAME:** Full name please.
 - **FATHER'S NAME:** Full name please.
 - **MOTHER'S MAIDEN NAME:** Full name please.
 - **PERMANENT ADDRESS:** U.S. citizens must provide their address in the U.S. Korean citizens must provide the address as it is on their Family Census Register.
 - **PRESENT ADDRESS:** This must be an address in Korea. The address in Korea for U.S. citizens must be preceded by the words "c/o U.S. Embassy, Seoul". For Korean citizens, the address must be the same as the one on file at the registry office (dong office) even though it may not be their actual present address.
 - **DATE/PLACE OF BIRTH:** Please write the date as "June 14, 1960", not "6-14-60".
 - **OCCUPATION:** If you have no current occupation, please provide your most recent occupation (do not write "none"). This information must be supplied for both partners. If you've never been employed, write "unemployed."
 - **CITIZENSHIP PROVEN BY:** U.S. citizenship is demonstrated by writing "U.S. Passport No. xxxxx"; "Certificate of Naturalization No. xxxxx" or "U.S. Birth Certificate xxxxx". At least one of these documents must be provided. Korean citizenship is demonstrated by the Family Census Register. Other foreign nationals must provide acceptable proof of citizenship.
 - Be sure to also answer the queries about **PREVIOUS MARRIAGE** and **NUMBER OF CHILDREN**

Things to REMEMBER

1. A common misunderstanding is that you will be married at the Embassy; in fact, you and your fiancé/fiancée will be married under the laws of Korea. Marriage in Korea is a civil procedure, so a religious ceremony does not create a legal marriage.
2. You must bring the whole packet to Chongno-ku Ward Office to register the marriage, and obtain the Mayor's signature on EA Form 736-E, which will be your official marriage certificate.
3. Your marriage now becomes legal since the mayor is the licensing authority. It is further required to bring your whole packet to the U.S. Embassy and obtain the Vice Consul's signature on the EA Form 736-E for the authentication of your marriage because of your U.S. citizenship. You may contact the embassy at DSN 721-4441 or DSN 721-4406.

Hours of Operation:

	<u>Ward Office</u>	<u>U.S. Embassy</u>
Mon	0930 - 1630	0930-1530
Tue	0930 - 1630	0930-1530
Wed	0930 - 1630	CLOSED
Thur	0930 - 1630	0930-1530
Fri	0930 - 1630	0930-1530

All offices are closed on weekends and holidays (Korean and American).

The following information may be found at <http://www.usembassy.state.gov/seoul/>

** This handout is for general informational purposes only. For specific questions concerning individual circumstances, or for questions in general about marriage, contact the Legal Assistance office in your area.*

Yongsan Client Legal Services Office, Bldg 4106, room 229 (ACS building). Please call 738-6841 for an appointment. Office hours: M, Tu, W, F 0900-1600 and Th 1300-1500.
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